# Document Management for Litigation

*Managing complex cases involving millions of documents requires exactly the kind of experience and capabilities that Optimum Document Services brings to our legal clients. We have served the legal community for over twenty years and understand the unique requirements of supporting litigation.*

In today's high-stakes cases, having the ability to instantly search and retrieve case-impacting information can be worth millions. The ability of dispersed team members — regardless of location — to securely view, discuss, annotate, and print relevant evidentiary documents can ensure defense consistency while streamlining the process. Most importantly, the ability to efficiently but thoroughly manage massive volumes of document information can improve bottom-line results for both your firm and your clients.

## Use Optimum Document Services to:

- Quickly find key documents supporting your case.
- Easily search millions of documents to find critical information.
- Discover key facts or data that has been missed by human review.
- Improve ability to securely share information with other offices / local counsel.
- Reliably convert truckloads of paper documents into searchable images.
- Enable efficient re-use of important case documents.
- Minimize the errors and expense of slow, low-value copying, mailing, filing tasks.
- Securely archive case information to preserve and protect against disasters.

**Optimum**
DOCUMENT SERVICES

# Document Conversion

Optimum's document scanning and imaging services convert paper-based documents into easily accessible and searchable digital images. We help you enjoy the benefits of rapid, easy information retrieval while avoiding the training and equipment costs associated with setting-up an imaging group and buying expensive software.

Our years of experience in managing conversions of tens of millions of documents and drawings have helped us refine our tools and processes to ensure no document or data is lost or damaged. Using our proprietary project management system, we track and manage the integrity and security of every document under our supervision. We will also work with you to design a coding and indexing scheme tailored to your search needs. Result: a coherent knowledge base available for use by any document management system.

### Features & Benefits:

- Scanning of documents, graphics, large format drawings
- Full Prepping & Repair
- Document Coding & Indexing
- Optical Character Recognition (OCR)
- Onsite or Offsite Scanning
- Bates Labeling
- Large Format Color & Gray-Scale
- Encrypted Digital Archiving
- Secure Facilities with 24-hr surveillance
- Full HIPPA Compliance
- Full Audit Trail
- Certified Shredding
- Secure Offsite Storage

# Document Management When It Counts

There may be instances where full document conversion and online management do not make sense — such as small cases that are fully independent of larger litigation. But when it comes to multijurisdictional mass tort litigation that involve volumes of documents to manage, you can rely on Optimum Document Services to deliver.

# Optimum™ Document Management

How many document management systems have been built with the user in mind? While the potential benefits are widely acknowledged, the complexity and user 'unfriendliness' of many document software solutions are notorious and have inhibited effective adoption.

Optimum Document Services is pleased to offer an alternative. Optimum™ is our browser-based document management service that is so easy to use that training can take less than twenty minutes. It is so easy to deploy that you can be up and running in less than a week. It is so valuable to case management that you will wonder how you survived without it.

Optimum™ provides your firm with powerful, secure and efficient access to case documentation. Document retrieval can be accomplished from any computer with simple, intuitive and rich searching capabilities — it can be as easy as googling. All of the case documents are instantly available for viewing, annotating or editing, faxing, emailing and printing. Additionally, all documents can be accessed using the Web, DVDs or CDs.

It's not just about quick retrieval of documents. It's about finding the information you want, regardless of where it resides. It's about discovering useful information that has been long forgotten by the client or missed in initial review. It's the ability to search the document base — imaged paper files as well as electronic files — to get the right information at the right time, saving you time, money, and most importantly, helping you defend your client.

### Features & Benefits:

- Free Form Full Text Searches
- Field Searches
- Customized User Interface
- Web-Based Storage & Retrieval
- No Significant Capital Investment Required
- Multi-layer Access Security & Tracking
- Fully Redundant, Multi-Site Systems
- Data Back-up at Offsite Vault
- Full Audit Trail
- Workflow Analysis
- Database Design

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